

GEORGIA AUCTIONEERS COMMISSION

**PO Box 13446
MACON, GA 31208
478.207.2440**

www.sos.state.ga.us/plb/auctioneer

Registration Fee: \$195.00 (Non-Refundable)

Approval is effective through February 28 of each even-numbered year.

Name of School _____

School Address _____

Street Address

City

State

Zip Code

Telephone

School Owner(s) _____

School Director & Coordinator _____

☐ **Yes** ☐ **No** **Has the school, any owner, any instructor, or its director/coordinator ever been convicted of a felony?**

☐ **Yes** ☐ **No** **Has the school, any owner, any instructor, or its director/coordinator ever been disapproved or disciplined by the Georgia Auctioneers Commission, or any state or federal licensing agency or authority which regulates any profession?**
(Disciplinary actions include, but are not limited to, such actions as: a letter of concern, a reprimand, a suspension, a revocation, a fine, or any restriction placed on your rights to operate as a licensee.)

☐ **Yes** ☐ **No** **Has the school received approval in any other state(s)? If yes, list the state(s):**

Note: If you have answered Yes to the questions above regarding criminal conviction of a felony or disciplinary action, attach a certified copy of such conviction or final order as well as any other details which you wish to provide the Commission.

AFFIDAVIT

THE UNDERSIGNED SWEARS OR AFFIRMS THAT ALL INFORMATION CONTAINED IN THE WITHIN APPLICATION FOR A GEORGIA AUCTIONEER LICENSE IS TRUE AND CORRECT IN EVERY RESPECT.

STATE OF _____
COUNTY OF _____

SIGNATURE OF THE DIRECTOR/COORDINATOR

SUBSCRIBED AND SWORN TO BEFORE ME THIS

_____ DAY OF _____, _____

DATE

NOTARY PUBLIC
MY COMMISSION EXPIRES: _____

Attach the following information for each course for which approval is sought:

- **A detailed proposed course outline with hours to be spent on each subject area to be covered in the course and all planned in-class and homework exercises.**
- **A bibliography of all texts and reference materials for use in the course.**
- **An outline and the passing requirements for any final examinations.**
- **The policy for retaining records which will reflect the scores earned by a student on graded exercises and examinations. Records must include:**
 - **Student name**
 - **Course**
 - **Attendance record per session**
 - **Scores earned on all graded exercises or tests**
 - **Total hours attended**
 - **Final grade**
- **A listing of all instructors: Names, addresses, telephone numbers, and fields of expertise and years of experience.**
- **A schedule of course offerings for which the school seeks approval, including the name, date, time, and place of any course offering.**
- **A current fee schedule for all course offerings.**
- **All directors and owners of the school, including their names and addresses. If the owner(s) are a partnership or corporation, then a list of all directors and owners of the parent entity.**
- **If the school wishes to adopt a make-up policy regarding attendance, enclose a statement of that policy.**
- **A statement of entrance qualifications for students.**
- **A statement that the school can make available to its students material the Commission may require for use in a particular course.**
- **A statement that the school will conduct approved courses in classroom-style facilities and the number of students the classroom-style facilities can accommodate.**
- **A copy of the school's proposed grading policy to be given to students.**
- **A statement of the types of instructional methods instructors plan to utilize.**
- **A statement that the school will require at least 80 hours of credit and 10 days of attendance for certification of graduation of all students.**

COMMISSION ACTION

Date: _____

() APPROVED

SIGNATURE OF COMMISSION MEMBERS

() APPROVED PENDING

() DISAPPROVED
REASONS:

